

## **SECRETARY TO THE POLICE CHIEF**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible clerical position, the primary duty of which is assisting the Police Chief by providing administrative support and performing clerical duties and office functions. The Secretary to the Police Chief prepares correspondence for the chief, receives and processes records and reports for the office of the Police Chief, maintains the chief's scheduled appointments, and acts as receptionist for the Police Chief's office. The Secretary to the Police Chief performs routine duties independently with some supervision, reporting to and having work reviewed by the Police Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Acts as receptionist to visitors to the Police Chief's office, including answering the telephone, and directing visitors and calls to the appropriate individuals or offices. Answers questions for the public concerning the operation of the department. Schedules appointments and maintains calendar of events for the Police Chief. Places phone calls for the Police Chief and handles routine questions and requests from callers and visitors following department procedures. Receives, reviews, and processes the Police Chief's mail and other materials in accordance with departmental procedures. Types letters, forms, memos, statements, formal reports, or any other documents as assigned by the Police Chief.

Writes reports and letters in answer to written or oral requests as directed. Proofreads typed material and corrects errors. Enters routine information in department records, such as accounting records, information files, or other related files. Reads graphs, charts, manuals, records, reports, or related department documents in order to compile and write reports. Completes all records and reports required or assigned.

Sets up and maintains a filing system. Files correspondence, forms, records, or reports alphabetically, chronologically, or by subject matter. Locates and retrieves information or documents from hard copy files and the computer database. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Maintains a library or archives of materials for future use or reference by department

personnel. Operates a computer terminal in order to enter, copy, or remove information from files. Operates a facsimile machine, copying machine, calculator or mathematical computer software, and computer scanning equipment.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Must not be less than (18) eighteen years of age.